

Retention and Classification Report

Agency: Department of Health. Bureau of Epidemiology (353)

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Records Officer Emily Sagers

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AGENCY: Department of Health. Bureau of Epidemiology

SERIES: 83011

3

TITLE: Administrative files

DATES: 1960-

ARRANGEMENT: Alphabetical

DESCRIPTION:

This is a record of incoming and outgoing correspondence on all related bureau business. Includes legislative, financial; records of associations and training; correspondence to other state agencies, the Department, divisions, and programs; policies, procedures, rules, regulations, ordinances, and general operational files. Also contains medical and disease control information and administrative subject files.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 05/24/2011

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 20 years and then transfer to State Archives.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical

Disposition based on value of records in documenting agency achievements, financials, policies, programs and functions.

AGENCY: Department of Health. Bureau of Epidemiology

SERIES: 83011

TITLE: Administrative files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Health. Bureau of Epidemiology

SERIES: 83007

3

TITLE: Budget files

DATES: 1982-

ARRANGEMENT: Chronological by year thereafter alphabetical by surname.

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These files facilitate the administrative operation of financial resources of the Bureau of Epidemiology and its programs. Includes Appropriation Request; Program Plans; Workload Requests; Budget Planning; Approved Budgets for SFY; Work Program Revisions; Performance Plans; Contracts; Federal Grants for Immunization, AIDS, Sexually Transmitted Diseases, NIOSH, Chlamydia, and Influenza. Additionally, it contains correspondence, policies, directives for A-95 review and grant preparation, Notification of Intent and federal grant application instructions/procedures, general block grant and ESP block grant.

RETENTION:

Retain for 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

AGENCY: Department of Health. Bureau of Epidemiology

SERIES: 83007

TITLE: Budget files

(continued)

APPRAISAL:

Administrative Fiscal

AGENCY: Department of Health. Bureau of Epidemiology

SERIES: 83009

3

TITLE: Bureau of epidemiology personnel files

DATES: 1966-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

These are personnel records of each employee presently working in the Bureau of Epidemiology. Records include hiring documents, performance plans, yearly evaluations, leave records, specific personnel actions pertaining to each employee, position description questionnaires, etc.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after employee terminates and then transfer to State Records Center. Retain in State Records Center for 25 years and then destroy.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Health. Bureau of Epidemiology

SERIES: 82998

3

TITLE: Communicable disease case file index/ line listings

DATES: 1965-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

This is an index of easily accessible basic patient and statistical information regarding reportable communicable diseases. As stated in the Utah Code of Communicable Disease Rules, the information enables the Department to protect the public health, and prevent and control disease. Includes patient's case number, name, address, race, sex, and age; the report source and the date reported; the date of onset of the disease; the attending physician; the patient's hospital; lab results; disease specification or type, if applicable; and the date the form sent to Center for Disease Control, if applicable. Some of the diseases include amebiasis, ascariasis, botulism, campylobacter, coccidiomycosis, Colorado tick fever, cytomegalovirus, other encephalitis, encephalitis (etiology unknown), giardiasis, Guillain Barre syndrome, hepatitis, Histoplasmosis, hookworm, hydatid, influenza, Kawasaki syndrome, Legionellosis, leprosy, lyme, malaria, meningococcal, pertussis, plague, pneumonia, psittacosis, animal rabies, Reye syndrome, rheumatic fever, rubella, rubeola, salmonella, shigella, slow virus, toxic shock syndrome, tularemia.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1989

AGENCY: Department of Health. Bureau of Epidemiology

SERIES: 82998

TITLE: Communicable disease case file index/ line listings

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office permanently.

Paper: Retain in Office until scanned and then destroy provided administrative need ends.

APPRAISAL:

Administrative Historical Legal

This index is governed by UCA 26-6-1 to 20 and UCA 26-25-1 to 5. House Bill #6 section 4 and 5 also govern the retention of this record.

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Health. Bureau of Epidemiology

SERIES: 82996

3

TITLE: Communicable disease case files

DATES: [ca. 1936]-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

These files are kept in order to maintain a concise, accurate and historical record of reportable communicable diseases and epidemiological investigations. As stated in the Utah Code of Communicable Disease Rules, the reports enable the Department of Health to protect the public health, and prevent and control communicable disease. Includes investigations such as Botulism Alert Summary, CDC Reye Syndrome Case Investigation Report, Leprosy Surveillance, Outbreak Investigation: Infant Botulism, Pertussis Report, and Weekly Campylobacter Surveillance Report; also includes original incoming and copies of outgoing correspondence related to the above epidemiological investigations. Information may include basic patient information (name, age, sex, address, telephone number, and race); the name and address of person reporting the case, and the physician and hospital with which the case is affiliated; contact information; source of disease; symptoms; diagnosis; treatments; and the date and identification number of the form. The Botulism Alert Summary also includes laboratory results of spinal tap, tensilon test and EMG; information on suspect food(s) and their preparation; whether the State epidemiologist, the FDA and the USDA were notified; and the EIS Officer's recommendations. The CDC Reye Syndrome Case Investigation Report also includes information on any antecedent illness; patient's condition at time of hospitalization; whether patient was vaccinated during month preceding onset of Reye Syndrome; whether any of the patient's blood relatives have had Reye Syndrome; laboratory data; the outcome of the illness, if known; and biopsy and autopsy confirmation of diagnosis, if applicable. Leprosy Surveillance also includes places of residence other than the US; whether patient ever touched armadillos; information on patient's household contacts; and all known suspected patients with leprosy who have had contact with patient. Outbreak Investigation: Infant Botulism also includes maternal and perinatal history; dietary history; environmental history; and information on infant's formula feeding.

AGENCY: Department of Health. Bureau of Epidemiology

SERIES: 82996

TITLE: Communicable disease case files

(continued)

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office permanently.

Compact disc: Retain in Office permanently.

Paper: Retain in Office until scanned and then destroy provided administrative need ends.

APPRAISAL:

Administrative Historical Legal

These reports are required by UCA 26-6-1 to 20 and by UCA 26-25-1 to 5. House Bill #6 section 4 and 5 also governs the retention of this record.

AGENCY: Department of Health. Bureau of Epidemiology

SERIES: 82996

TITLE: Communicable disease case files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Health. Bureau of Epidemiology

SERIES: 83018

3

TITLE: Communicable disease control program files

DATES: 1960-

ARRANGEMENT: Alphabetical by program

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

RETENTION:

Retain 5 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 61.

AUTHORIZED: 03/26/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

AGENCY: Department of Health. Bureau of Epidemiology

SERIES: 83018

TITLE: Communicable disease control program files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Health. Bureau of Epidemiology

SERIES: 83012

3

TITLE: Data summary files

DATES: 1908-

ARRANGEMENT: Alphabetical by disease

ANNUAL ACCUMULATION:

DESCRIPTION:

These are morbidity statistics for all reportable diseases and diseases of public health importance. As stated in the Utah Code of Communicable Disease Rules, the Department of Health collects this information in order to promote and protect the public health and to prevent and control disease. They are used for federal, state, and local agencies, the general public, and for the functioning and management of the Bureau. Includes information by year, county, month, as well as by age and sex distribution.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office permanently.

Compact disc: Retain in Office permanently.

Paper: Retain in Office until scanned and then destroy provided administrative need ends.

AGENCY: Department of Health. Bureau of Epidemiology

SERIES: 83012

TITLE: Data summary files

(continued)

APPRAISAL:

Administrative Historical Legal

These records are governed by UCA 26-6-1 to 20 and by UCA 26-25-1 to 5.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Health. Bureau of Epidemiology

SERIES: 83005

3

TITLE: Environmental/occupational hazards investigation files

DATES: 1979-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

These are records of epidemiological investigations of environmental and occupational public health hazards. They help prevent those hazards, and assist in short- and long-term health studies. As stated in the Utah Code of Communicable Disease Rules, the Department of Health collects this information in order to promote and protect the public health and to prevent and control disease. Records include epidemiological investigations of individuals and/or groups exposed to environmental health hazards, health risk analysis of human exposures to chemical contaminants, cancer cluster investigations, and adverse reproductive outcomes. Medical records may contain patient name, address, sex, race, age, type of exposure, company where possible exposure occurred, lab results, physician, symptoms, treatments, recommendations to alleviate exposures, if any, and conclusions of investigations.

RETENTION:

Retain permanently

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office permanently.

AGENCY: Department of Health. Bureau of Epidemiology

SERIES: 83005

TITLE: Environmental/occupational hazards investigation files

(continued)

Compact disc: Retain in Office permanently.

Paper: Retain in Office until scanned provided administrative need ends.

APPRAISAL:

Administrative Historical Legal

These records are required under UCA 26-6-1 to 20 and UCA 26-25-1 to 5.

PRIMARY CLASSIFICATION:

Private Health Hazard Appraisals

SECONDARY CLASSIFICATION(S):

Controlled. Patient/Case Files

AGENCY: Department of Health. Bureau of Epidemiology

SERIES: 23407

3

TITLE: Epidemiology Newsletter

DATES: 1963-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains newsletters from the Bureau of Epidemiology. From 1963 to 1970, the Bureau issued a weekly bulletin called the "Morbidity Statistical Report." In mid-1970 the weekly reports changed over to a monthly newsletter called the "Communicable Disease Newsletter." In 1992 the name was changed to the "Epidemiology Newsletter." The newsletters include information on various matters related to communicable diseases in Utah. Most issues also include a weekly or monthly morbidity schedule, which documents occurrences of certain communicable diseases within Utah counties and the state as a whole.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 10/30/2003

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: For records beginning in 1973 through 1983. Retain in State Archives permanently with authority to weed.

Microfiche duplicate: For records beginning in 1973 through 1983. Retain in State Archives permanently with authority to weed.

Computer data files: For records beginning in 2003 and continuing to the present. Retain in Office permanently.

AGENCY: Department of Health. Bureau of Epidemiology

SERIES: 23407

TITLE: Epidemiology Newsletter

(continued)

APPRAISAL:

Historical

Publications document agency history and functions. Publications have ongoing research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Health. Bureau of Epidemiology

SERIES: 83019

3

TITLE: Epidemiology studies program files

DATES: 1972-

ARRANGEMENT: Alphabetical by name.

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This is a record of incoming and outgoing correspondence related to the operations of the Epidemiology Studies Program. Includes financial, medical, and patient information regarding environmental and occupational exposures; policies, procedures, rules, regulations, and ordinances; and general program operational files.

RETENTION:

Retain 5 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 61.

AUTHORIZED: 03/26/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Department of Health. Bureau of Epidemiology

SERIES: 83019

TITLE: Epidemiology studies program files

(continued)

APPRAISAL:

Administrative Historical

Disposition based on research value in documenting correspondence, achievements, functions, environmental and occupational exposures addressed by and other information relating to the Epidemiology Studies program.

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (Effective 01/01/12)

AGENCY: Department of Health. Bureau of Epidemiology

SERIES: 83013

3

TITLE: Immunization program files

DATES: 1967-

ARRANGEMENT: Alphabetical

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

RETENTION:

Retain 5 years.

DISPOSITION:

Transfer to the State Archives permanently.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 61.

AUTHORIZED: 03/26/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives.

APPRAISAL:

Administrative Historical

AGENCY: Department of Health. Bureau of Epidemiology

SERIES: 83013

TITLE: Immunization program files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Health. Bureau of Epidemiology

SERIES: 83001

3

TITLE: Laboratory test results

DATES: 1982-

ARRANGEMENT: Alphabetical by patient name

ANNUAL ACCUMULATION:

DESCRIPTION:

This record is used to assist in the collection of lab test results and to complete patient medical records and verifications of diagnoses. Most reports date from 1977. As stated in the Utah Code of Communicable Disease Rules, the Department of Health collects this information in order to protect the public health and protect and control disease. Includes reports such as Request for Serologic Test for Syphilis, Request for Culture for Enteric Bacterial Pathogens, Request for Referred Culture Identification, Report of Antibiotic Sensitivity, Request for Agglutinations and Special Serologic Tests, Request for Miscellaneous Cultures, Request for Rabies Examination, Request for Slide Examination, Request for Mycobacteria Examination, Request for Virus and Rickettsial and Miscellaneous Serology, Request for Culture for Group A Beta Hemolytic Streptococci, Request for Examination for Parasites and Ova, Request for Virus Culture, Request for Mycology, Request for Food Bacteriology, and Request for Gonorrhea Culture. Information includes date received, date reported, lab number, patient's name, age, sex, and address; date specimen collected and source of specimen; physician's address and telephone number; and results of the test.

RETENTION:

Retain 5 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1989

AGENCY: Department of Health. Bureau of Epidemiology

SERIES: 83001

TITLE: Laboratory test results

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 5 years and then delete.

Paper: Retain in Office until scanned and then destroy provided administrative need ends.

APPRAISAL:

Administrative Legal

These files are governed by UCA 26-6-1 to 25 and UCA 26-25-1 to 5. The information from these lab slips is recorded by the bureau staff onto the patient case file.

PRIMARY CLASSIFICATION:

Exempt

AGENCY: Department of Health. Bureau of Epidemiology

SERIES: 83000

3

TITLE: Legal case files

DATES: 1970-

ARRANGEMENT: Alphabetical by case name

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a record file of civil suits and related legal matters of the Bureau of Epidemiology and its programs (AIDS Control, Communicable Disease Control, Epidemiology Studies, Immunization and Sexually Transmitted Disease Programs). These are both open and closed cases. These files may include expert witness testimony provided by the Bureau at trial, depositions, correspondence with law firms, subpoenas, and medical records included in court action, requests from patients for release of medical records to attorneys, physicians, and hospitals.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 20 years and then destroy provided microfilmed.

Microfilm master: Retain in Office permanently.

AGENCY: Department of Health. Bureau of Epidemiology

SERIES: 83000

TITLE: Legal case files

(continued)

APPRAISAL:

Administrative Historical Legal

This record is governed by UCA 26-6-1 to 20 and UCA 26-25-1 to 25.

PRIMARY CLASSIFICATION:

Private Closed cases

SECONDARY CLASSIFICATION(S):

Controlled. Open cases

AGENCY: Department of Health. Bureau of Epidemiology

SERIES: 19533

3

TITLE: Millard County arsenic studies

DATES: 1972-1981

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

Studies of the health effects of arsenic in drinking water.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Health. Bureau of Epidemiology

SERIES: 83022

3

TITLE: Miscellaneous reference materials

DATES: 1970-

ARRANGEMENT: alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a file of medical reference information that assists in the operation of the Bureau and its programs. Includes various medical journals, publications, federal and state publications, morbidity and mortality weekly reports from the Center for Disease Control dating from 1970, NIOSH publications on environmental and occupational issues, AIDS-specific reference materials, pamphlets, etc.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until updated or superseded and then destroy.

APPRAISAL:

Administrative

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Health. Bureau of Epidemiology

SERIES: 83014

3

TITLE: Morbidity cards

DATES: 1983-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a record of patient information on reportable communicable diseases. As stated in the Utah Code of Communicable Disease Rules, the Department of Health collects this information in order to promote and protect the public health and to prevent and control disease and epidemic infections. Information includes patient's name, age, sex, race, address; name of disease, date reported, and date of onset; laboratory data; report by number of cases only; physician's name, address, and telephone number; and information on venereal disease, tuberculosis and viral hepatitis, if appropriate.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 07/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

Administrative Legal

This record is governed by UCA 26-6-1 to 20 and UCA 26-25-1 to 5. The information on these cards is recorded by the bureau staff onto the Communicable Disease Case File Index/Line Listing.

AGENCY: Department of Health. Bureau of Epidemiology

SERIES: 83014

TITLE: Morbidity cards

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Health. Bureau of Epidemiology

SERIES: 24223

3

TITLE: Publications

DATES: 1938-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

Records created by the agency, including pamphlets, reports, and other published or processed documents. These records include information on communicable diseases, regulations for disease control, and other issues addressed by the Bureau of Epidemiology and its precursors. Consists primarily of isolated publications not part of a more specific series.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 05/08/2002

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Publications document agency history and functions. Publications have ongoing research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Health. Bureau of Epidemiology

SERIES: 14094

3

TITLE: Surveillance reports

DATES: 1971-

ARRANGEMENT: none

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION:

Retain permanently

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Department of Health. Bureau of Epidemiology

SERIES: 84306

3

TITLE: Toxic shock syndrome patient computer data base file

DATES: 1976-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This file is used to collect and maintain detailed medical records on suspect and confirmed TSS cases for epidemiological investigations, research, and historical and legal purposes. As stated in the Utah Code of Communicable Disease Rules, the Department of Health uses this information to help protect the public health and control and prevent disease. Includes information from Toxic Shock Syndrome Worksheet and information from complete 1980 case/control study used in litigation nationwide. Information from the Toxic Shock syndrome Worksheet includes case number; report date; date patient was interviewed; patient's name, address, telephone number, age, sex, race, date of birth, date of illness, place and date of hospitalization, and personal physician; information on menstruation; symptoms; type, brand, and use of sanitary napkins; medications; lab results; and blood pressure. This is a data base that is only a stand alone unit and used as a reference and information base at the present time.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1989

AGENCY: Department of Health. Bureau of Epidemiology

SERIES: 84306

TITLE: Toxic shock syndrome patient computer data base file

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office permanently.

APPRAISAL:

Administrative Historical Legal

These files are required under UCA 26-6-1 to 20 and UCA 26-25-1 to 5. This file is governed by UCA 26-6-20.5, and 26-25a-101 1989.

PRIMARY CLASSIFICATION:

Exempt

AGENCY: Department of Health. Bureau of Epidemiology

SERIES: 82999

3

TITLE: Toxic shock syndrome patient files

DATES: 1976-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This file is used to collect and maintain detailed medical records on suspect and confirmed TSS cases for epidemiological investigations, research, and historical and legal purposes. As stated in the Utah Code of Communicable Disease Rules, the Department of Health uses this information to help protect the public health and control and prevent disease. Includes Toxic Shock Syndrome Worksheet and the complete 1980 case/control study used in litigation nationwide. Information in the Toxic Shock syndrome Worksheet includes case number; report date; date patient was interviewed; patient's name, address, telephone number, age, sex, race, date of birth, date of illness, place and date of hospitalization, and personal physician; information on menstruation; symptoms; type, brand, and use of sanitary napkins; medications; lab results; and blood pressure.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 09/1989

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

AGENCY: Department of Health. Bureau of Epidemiology

SERIES: 82999

TITLE: Toxic shock syndrome patient files

(continued)

APPRAISAL:

Administrative Legal

These files are required under UCA 26-6-1 to 20 and UCA 26-25-1 to 5. This series is governed by UCA 26-6-20.5 and 26-25a-101 1989.

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Health. Bureau of Epidemiology

SERIES: 7540

3

TITLE: Tuberculosis active case charts

DATES: 1961-

ARRANGEMENT: Alphabetical by local health district

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the medical records of those individuals in the state who have had tuberculosis and whose disease is either in transmission or have died. They include Tuberculosis Investigation, Case Information, Request for Tuberculosis Contact and Tuberculin Reactor Follow-up, Request for Roentgenological Interpretation, and Tuberculin Skin Testing Worksheet. Information includes age, birthplace, brothers and sisters, condition of living quarters, current and past addresses, date of birth, employer, ethnic group, marital status, medical information, military service, name, name of kin, national origin, number of children, occupation, physical characteristics, race, sex, signature, telephone number the results of tuberculin tests, and a complete record of the patient's treatment.

RETENTION:

Retain 50 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 10/1986

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 47 years and then destroy.

AGENCY: Department of Health. Bureau of Epidemiology

SERIES: 7540

TITLE: Tuberculosis active case charts

(continued)

APPRAISAL:

Administrative

An extended retention period is necessary because the disease may re-occur. Most patient charts are reopened within a 10 year period. The office staff has requested an office retention period of 10 years for this reason. A fifty year retention is needed to cover the normal life span of the patients. Microfilming is recommended due to the length of the retention.

PRIMARY CLASSIFICATION:

Private